

Virtual Meeting of Sherborn Library Board of Trustees

Thursday, June 17, 2021

Trustees Participating

Brian Connolly, Maximilien Klaisner, Erin Carroll, Christopher Kenney, Kristiina Almy, Frank Orlando, Susan Lepard. Not present: Bruce Eckman.

Other Participating

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Amy VanLangen, Jeff Waldron and Eric Johnson, Select Board members; Margo Powicki

This was a virtual meeting conducted in connection with the Zoom Platform with call-in capability. Consistent with requirements, the meeting was being recorded and will thereafter be kept as an official Town record.

Call to Order

The meeting of the Library Trustees was called to order by Chairperson, Brian Connolly at 7.33pm.

Brian took a vote to approve amended minutes, which were motioned, seconded, approved unanimously.

Brian welcomed Susan Lepard as a new Trustee and thanked Chris Kenney for serving another term and Frank for serving as Treasurer.

Chair Report

Brian shared that the Public Forum will be rescheduled to a later date. Additional information will be forthcoming as both the Town and BCG address unforeseen complications relating to the Library construction project.

The Trustees discussed communication to residents regarding the change in substantial completion date, various steps that needed to be complete to reach that date, budget, and timing of the communication.

Finally, Brian reminded the Trustees of the Code of Conduct and Civil Discourse for Trustee Meetings and noted the importance of the Rules of Order. The Town will be creating a Code of Conduct policy.

Friends of the Library Report

Amy VanLangen shared the summer concert series will begin in the coming weeks and held on Jamison Field.

House Subcommittee & Library Building Committee

Chris shared notes from the most recent LBC meeting, held June 7, 2021.

Invoiced:

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 - BAA
 - March: \$23,906.25
 - April: \$30,077.30
 - LBC voted to approve both payments
 - John Turner: \$750 for construction/inspection services
 - LBC voted to approve payments
- OPM: Mike McNulty report
 - Window testing continues. Acceptance of windows is part of interior completion, which won't occur until water tests are completed and passed.

- Abatement of attic space and basement planning discussed.
- Interior work continues: carpentry, electrical and fire alarm installation, site lighting is pending,
- Exterior work continues: blue stone patio installed, final paving scheduled for 6/21
- Additional: IT & AV work and installation, furniture coordination
- Budget update – not provided at LBC meeting
- On behalf of Mary Moore (presentation attached)
 - Landscape Committee Meeting held June 9th
 - Discussion of potential division of work/roles, timeline, deliverables, and goals.
 - Sawin Academy Sign requires maintenance and care. Cost will be \$490.00. Contact the Sawin Academy Trustee regarding signage and restoration and who shall bear responsibility in the maintenance and care.
- Elizabeth shared the Toad & Frog bronze statue needs to be maintained and inquired if the landscape committee could investigate the cost in maintaining sculpture. She suggested the Trustees consider proper signage on the street alongside Police Station and Town Hall.

Finance Subcommittee

No update.

Technology Committee

Frank shared the Committee met prior to Trustee meeting. He noted the completion of ongoing action items and a plan to purchase networking equipment. Both Frank and Elizabeth expressed their gratitude for the committee members expertise and commitment to this project.

Building Reopening

Brian shared an update in regard to our standing contract with the Community Center and potential delay in moving back to the Library, noting Bill Keaveney will remain our primary point of contact, despite him no longer being President. Also, Rick Holland has prepared some remarks and talking points to set the groundwork regarding what can be discussed in a public forum.

Elizabeth and Max continue to work on the building reopening action items. It was recommended that a standing call be set on a weekly basis.

Community Relations

Trustees discussed ways to increase engagement and provide update to residents on a regular cadence. Via social media, videos, before and after, featuring various places in and around the library.

Sherborn Historical Society

Brian and Margo shared that the SHS continues to explore location options.

Director and Assistant Director Reports

Elizabeth shared an update on staffing including posting the Youth Services Librarian which had a very strong response. One of the applicants was Maureen Hayes (current employee) and she will be promoted into this position. Elizabeth commended Maureen for all she has accomplished while working and earning her degree, including all of the youth services sources, at Simmons. The part time technology assistant was also hired. Colleen Maxfield works part-time at the Medfield Library and will begin at the Sherborn Library on Monday. The building attendant position will be posted soon.

Elizabeth shared that the Library continues to access various technology through non-profits that offer very competitive pricing for libraries, including Microsoft Office, Adobe Pro and hot spots. She also continues to research Donor Signage. Elizabeth thanked Frank, Max, and Mary for all their help on the various sub-committee and

Liz shared that the Library was fully opened on June 1st and is going well thus far. The Library is requesting visitors wear masks while in the building. Liz is preparing for maternity leave and helping to set a schedule for coverage. The usage, notably Cheryl's and the children section, are very strong heading into the fiscal year end.

Executive Session

Called to order: 8.44 pm

Meeting was adjourned at 8.59 pm

Submitted,

Erin Carroll, Recording Secretary